

*Safety Standards and
Responsibilities
Of
Inmate Coordinators*

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SAFETY STANDARDS AND RESPONSIBILITIES OF INMATE COORDINATORS

MANDATORY INMATE SAFETY TRAINING

There are three distinct and equally important parts of inmate safety training at FPC Pensacola, as follows:

Admission and Orientation (A&O) Class: During the inmates' A&O Program~ they are given initial safety training by the FPC Safety Manager. During that class, they review the Bureau of Prison's (BOP) Uniform Basic Safety Regulations, the Inmate Accident Compensation Procedures, and the contents of the Inmate Job Safety Manual.

Initial Job Detail Training: Upon assignment to any job detail they must also be given "Initial Job Orientation Training" by their Detail Coordinator. This training must include:

A tour of the entire job work site at which the inmate will be working, including a brief orientation for each piece of equipment used on the site or shop with which he may come into contact. This is to ensure that the *inmate is fully aware of the hazards associated with the job and the various types of equipment/tools/chemicals that may pose a hazard within his work environment.

2. He must be given specific detailed instructions and training on the particular job he is to perform. This portion of the orientation/safety training process is to ensure that he fully understand the specific job he is to perform. You must know the hazards associated with the job, related tools, chemicals and equipment. He must be proficient in performing the job under your direct supervision as his Detail Coordinator, before he can perform the job or operate any equipment alone.
3. After steps (1) and (2) above have been accomplished, the process must be fully documented by the Detail Super-visor using the Initial Job Orientation Safety Training Form. The original must be forwarded to the FPC Pensacola Safety Office. Don't simply let the inmate sign the form. He must actually understand and use your safety training each day.

Monthly Job Detail Training: While assigned to any job detail inmates will be given monthly "Safety Talks" which are relevant to the jobs being performed by your specific detail. The purpose of the Safety Talks is to raise personal safety consciousness and to give your detail new information on specific safety topics.

TEN COMMANDMENTS OF SAFETY

All inmates are advised of the common sense reflected in job safety programs through general rules of safety as follows:

1. NOHORSEPLAY! Take your time! Don't be a clown**BE SAFE!**
2. Whenever in doubt about safety ask your Coordinator
3. Don't handle, breath fumes from or smoke around any chemical unless you are sure what it is and that it is safe.
4. Never bypass or deactivate any safety shield, mechanism, or device on any equipment
5. Always assume operators of tools, vehicles, mowers, chains saws, tractors, forklifts and other dangerous equipment do not see you. Protect yourself at all times.
6. Always use Personal Protective Equipment [PPE] (eye, ear, head, hand, and breathing protection and clothing protection) as instructed by your Detail Coordinator.
7. Always wear your safety shoes (steel toed shoes) on all FPC work details. **NO EXCEPTIONS**
8. Never operate any vehicle, equipment or tools unless: (a) You are familiar with all operation and safety features, (b) you are licensed to operate the equipment, if required, (c) all mechanical and safety systems of the equipment are in working order.
9. Think ahead - protect yourself from dumb things others can and will do.
10. Only use tools for the purpose for which they were designed i.e., don't drive a nail with a wrench.

SAFETY MANAGEMENT

As a Detail Coordinator, you have the responsibility for the custody of the inmates assigned to your detail, and for their safety as well. While no safety program or Detail Coordinator can eliminate all risks and hazards from the workplace, Detail Coordinators who maintain quality safety programs can greatly reduce the chance of accidents and the possibility of injury.

Safety must be a daily concern of coordinators and inmates. Inmates must repeatedly be reminded of the emphasis placed on safety, as well as their obligation to take an interest and play an active role in it. Inmate safety performance should directly impact your evaluation on monthly "work performance ratings."

SAFETY INSPECTIONS

Safety inspections should be conducted on a routine and continuous basis. You should always be on the lookout for hazards on the job and procedures which are either improper or unsafe. If anything comes up on which you need help, consult with the FPC Safety office. Any problems that you uncover or learn of from your detail should be documented immediately using the form entitled "Log of unsatisfactory Unhealthful Condition". Corrective action should be taken when necessary, without delay.

INMATE ACCEDENTS

Reporting and First Aid: Inmates must notify their Detail Coordinator of any injury, regardless of how minor the injury may appear to be at the time. You should request necessary first aid, medical, or hospital treatment. Only in emergency situations will inmates be transported to the nearest medical facility. The prison camp must be notified of all injuries. Generally, the FPC Base Lieutenant or Patrol Officer will make the arrangements to transport the inmate to the FPC Medical Department if necessary. You should inform all inmates that failure to report an injury or refusal to accept medical, hospital, or first aid treatment may cause forfeiture of any claim for accident compensation for impairment resulting from the injury. Try to get the inmate to identify the real causes of a injury, and to disclose "near misses", so that the problem can be avoided in the future.

Record of Injury and Initial Claim: After receiving medical attention, you should assist in gathering the information necessary to complete the required BP - 140(16) form. The injury report must be signed by you and the inmate in the space provided at the bottom of items 14 and 15. This form must be completed in as much detail as possible. One copy is for you and one is sent to the inmate.. The original must be submitted to the FPC Safety Office within 48 hours of the injury. The institution Safety Manager will review the injury report and provide you with your copy.

Repetitious Accidents: If an inmate is injured, or has damaged equipment on his work detail more than once in a comparatively short time, and the circumstances of the injury indicate an awkwardness or ineptitude in that particular job as the probable cause of the injury, you should assign him to another task more suitable to his ability within his present detail, or you may request that he be transferred to another detail.

INMATE WORK ASSIGNMENTS

The Classification Committee at the FPC, designates inmate work assignments. It reviews appropriate medical records, Presentence Investigation Reports (PSI), admission summaries, and the like in order to preclude the assignment of individuals to work tasks not compatible with their physical condition. A careful review of all records available is also made when inmate workers are reassigned to new and different tasks during their confinement.

FIRE SAFETY

A fire can start anywhere and at any time. Fire safety begins with being prepared for an emergency. Being prepared includes instructing the inmates in the following:

- Where the fire alarm "pull stations" and fire extinguishers are located.
- Where the fire exits are located.
- How to maintain good housekeeping in your work area.
- To limit smoking to designated areas and to use approved receptacles for disposal.
- Reporting fire hazards, to you or to a staff member.
- How, when, and where to report a fire.
- How to distinguish among Class A, B., and C fires.
- Which fire extinguishing equipment is appropriate for each class of fire.

An effective fire safety plan depends on you and all members of your job detail. Although the overall program is under the authority of the Safety Manager or Fire Inspector, each Detail Coordinator has a direct interest in, and responsibility for, the program's success.

Because of your involvement in day to day operations, you must know necessary fire prevention measures. **It is your responsibility to know where the fire exits in your area are located. You must also make sure that your workers do not block fire extinguishers, exits, or signs indicating their locations.**

Good housekeeping rules are designed to prevent accumulation of combustible materials in the workplace, keep passageways and fire doors unobstructed, and make sure sprinkler heads and smoke detectors are not blocked. Coordinators have the responsibility to make sure that all fire prevention measures are enforced in an effort to avoid accidents and injuries.

HAZARD COMMUNICATION PROGRAM (HAZ-COM)

All FPC Pensacola job details are subject to the Hazard Communication Standard of the Occupational Safety and Health Act (OSHA). This standard is designed to help keep everyone in the workplace safe and *healthy*. The standard says workers have a "right-to-know" what hazards they face on the job, how to protect themselves against them, and how to receive quick effective first aid and if there is an accident.

Many of today's chemicals threaten your safety unless properly used, handled and stored. Hazardous materials can cause serious injuries or death. Improper exposure can also cause serious *health problems*.

There are four rules that apply when handling any type of chemical or possible hazardous material. These are the steps you need **to take to train your workers to protect themselves and others.**

- Rule 1. Read all labels carefully. All inmates should always read the labels on the containers of materials they handle. If no label is present, they should not use the material until they have learned possible hazards, the necessary safety precautions, and basic first aid if there is an accident.
- Rule 2. Pay attention to warning signs. They tell you hazardous materials are present and what you should and shouldn't do around them.
- Rule 3. Get additional information when in doubt. Because not all labels provide all the information for a chemical, they may need the Material Safety Data Sheet (MSDS) for that chemical. Each MSDS provides valuable information about protecting yourself and your workers. They should know where the MSDS's are located and be familiar with their contents. Each job detail has a designated place for all MSDS's to be permanently kept. This is called the "Right to Know Station". It is to be updated as new chemicals come onto the job site.

Rule 4. Ask questions if you don't understand. If after reading the warning label and the MSDS, inmates still have questions - don't let them go unanswered. Encourage them to speak up and ask questions, especially if you have any doubt about an inmate's reading ability.

Hazard Communication Training is mandatory for all inmates. This training is included in each inmates Initial Job Orientation Safety Training. It focuses on the basics. What is an MSDS? What is flammable? What safety equipment is required? What emergency first aid is suggested, etc.? Once this foundation is laid, subsequent training by Detail Coordinators will be oriented more to solving workplace concerns. If a new chemical comes into the workplace, or any kind of change is made, you should read the new MSDS carefully and go over the hazards, Personal Protective Equipment (PPE) and safety procedures with your workers.

Never permit any inmates to engage in a possibly hazardous task unless you are completely comfortable with his safety training. If you are not familiar or need help with the Hazard Communication Standard, you should contact the FPC Safety Manager. In summary, the Haz-Com Standard has five basic requirements.

- (1) Written Program: The Program designates who at your facility or job detail, has Hazard Communication (Haz-Com) responsibilities. The written program describes who is responsible for worker training, maintaining MSDS's, labeling, and tracking chemical usage. The program states how these tasks will be accomplished, and sets up procedures for purchasing chemicals.
- (2) Inventory Records: These records are used to figure out what chemicals are used on each job detail. They are a means for continual tracking. No new chemicals are to be brought into the workplace without consultation, or permission from, the FPC Safety Manager. The system also ensures that each hazardous chemical is accompanied by an MSDS that goes to the job site.
- (3) Material Safety Data Sheets (MSDS): This is your guide to work place safety. This tool gives you details on chemical and physical dangers, safety procedures, and emergency response techniques. Everything that is known about the chemical is there. It provides additional information which cannot easily be put on the label.
- (4) Labeling: OSHA requires that containers of hazardous material must be labeled, tagged or marked with the identity of the hazardous chemicals; appropriate hazard warnings; and the name and address of the chemical manufacturer. In the event warning labels are inadvertently removed or damaged in shipping prior to receipt, commercial suppliers are required to provide replacement labels.
- (5) Worker Training: Hazard Communication Training (Haz-Com) must be received by each and every inmate. This training begins in each inmates *Initial Job Orientation Training*, and is an essential responsibility of the Detail Coordinator. Initial Haz-Com training focuses on the basics. What is an MSDS ? Are respirators required? What is appropriate first aid? What is flammable, etc? Once this foundation is laid, subsequent training should be oriented more to solving workplace concerns. If a new chemical comes in to the workplace, or any kind of change is made, you must review the MSDS with your workers.

The workforce is increasingly smart and more attuned to issues surrounding hazardous substances. Still, the Haz-Com training is tailored to meet workers' practical needs. It does not delve deeply into highly complex subjects such as toxicology.

How do you know when your workers understand the Hazard Communication Program (Haz-Com)? If someone asks them "What are the chemicals you work with that you need to be careful of T' They should be able to identify the hazardous chemicals they work with, state where the MSDS's are located and what the hazards of each dangerous chemical are.

*DO NOT LET YOUR WORKERS INITIAL THE HAZ-COM SECTION "B " FORU UNTIL THEY UNDERSTAND
THE DANGERS THEY AMY FACE ON YOUR JOB DETAIL*

INMATE DRIVING PERMITS

The operation of any motor vehicles, equipment, machinery, etc., on a Naval Facility by a federal inmate constitutes a conditional privilege extended by the NAS Commanding Officer. While operating any motor vehicle, car, truck, tractor, E-Z Go Golf Cart, A-T.V., or any other machinery capable of road use, the inmate operator must be in possession of an **Inmate Driver's Permit and Identification Card**. BP-251(42). There will be no *exceptions*!

The procedures and regulations for the issuance of Inmate Drivers Permit and Identification Card must be followed. The regulations are as follows:

- (1) As the Detail Coordinator you must complete and sign Section A of an "Application for Inmate Driving Permit" form. Section B requires your worker's signature to certify that a road test and proper operating training have been completed for the vehicles and/or equipment that he will be operating on your job detail. Section B requires the inmate's acknowledgement of training and his clear understanding of driving regulations. Licenses are **ONLY** required for operators of vehicles that will be driven on streets and roads. Off road vehicles do not need to be licensed.
- (2) The application must be forwarded to the Federal Prison Camp Safety Office.
- (3) Once the application is received at the Safety Office, it will be forwarded to several Bureau of Prison staff members who will review the inmate's driving record and medical history. In order for a permit to be issued, the application must be approved by all reviewing officials.
- (4) Whether approved or denied, the application is filed in the Safety Department. Approved applicants are then issued valid Inmate Driving Permits. The permits are placed in the Detail Super-visor's detail pouch. Denied applications are recorded and filed for future reference.
- (5) Inmates are allowed to operate the approved vehicles and/or equipment only on direct orders from their Detail Coordinator. As Coordinators you must maintain all inmate driving permits in your detail pouch, and issue the permit to the inmate *only* when driving operations are necessary.
- (6) Routine checks of compliance are performed by bureau of prison staff and base security police. Any inmate violating local or state laws or disobeying instructions of his Detail Coordinator will be subject to disciplinary action and/or revocation of the Inmate Driving Permit.
- (7) Super-visors requesting Inmate Driving Permits for vehicles exceeding 10,000 pounds or special equipment i.e., *fork lifts, backhoe, front-end loader, farm/construction equipment, etc.*, must first contact NAS-Public Works Center (452-4563) for training and operating instructions. No inmates are permitted to operate any such vehicle or equipment without authorized Navy training (Ref NPWC 11210.2).
- (8) All inmates are required to wear seat belts while riding in vehicles and on equipment where safety belts are available. Riding in the back of vehicles or pick up trucks without safety belts is prohibited.
- (9) Under no circumstances are inmates allowed to operate any motor vehicles, equipment, etc., prior to actual issuance of the required permit- Operating any motorized vehicle without a permit is a violation of policy and subjects the driver to disciplinary action

SPECIAL SAFETY TRAINING

Some machinery, tools, equipment and chemicals (other than motor vehicles covered by Inmate Drivers Licenses as described above) require special training and documentation. If your workers are to operate any of the following equipment, be sure they are properly trained. Call the Safety Office if you are in doubt:

1. Chain Saws
2. Lawnmowers and edges

3. Welding Equipment
4. Air compressors
5. Pressure washers
6. Respirators
- 7 Paint removal (lead testing)
8. High speed lawn blowers
9. Scaffolds, ladders and personnel power lifts (Fall Protection Procedures)
10. Portable power tools
11. LP gas vehicles or burners.
12. Tire repair and maintenance.

This equipment is not authorized for use by inmates without training by you as their Detail Coordinator. Be sure any training you give is documented using the new revised and consolidated "Initial Job Safety Orientation Training " form. If new equipment or chemicals come an to your job site consult the FPC Safety Office about the possible need for special training.

ELECTRICAL SAFETY

Electricity can be a major contributor to serious injury or death. No inmate worker is authorized to work on any by energized circuit- or work on any equipment connected permanently to a power source. Only Navy Public Works Personnel are authorized to work in any "Flight Voltage" areas. All electrical equipment and machines that are directly connected to a power source must be locked and/or tagged out by the person servicing, maintaining or repairing it, where unexpected start-up could cause potential injury. If your job assignment includes equipment-related maintenance or servicing of any electrically energized equipment, specialty training in Lockout/Tagout Procedures will be imperative.

Coordinators of inmate work details who are involved with electrical currents or power tools or equipment have an added responsibility for insuring a safe workplace. The misuse of electricity can cause serious injury, claim lives and cause fire related accidents.

If you are in this area of work, you should be familiar with the electrical standards most often violated on the job. You must follow safety guidelines and regularly schedule electrical equipment inspections.

Always require your workers to follow these simple rules:

Wear the proper Personal Protection Equipment (PPE). Be sure installation and insulation of wiring is proper and in good repair. Read and follow warnings. Study the Manuals for electric tools and equipment Follow Lockout/Tagout Procedures. Use ground fault circuit interrupters (GFCI's). Be alert for obvious hazards and report them.

The electrical safety program includes training, education, hazardous condition reporting, safe work practices and good housekeeping. You should know clearly what your responsibilities are and what is expected of you. If you need help contact the FPC Safety Manager.

LOCKOUT/TAGOUT PROCEDURES

Energy is a powerful worker, that runs machines and moves their parts. Energy can be electrical, mechanical, hydraulic, or pneumatic. Sometimes the energy is stored, as in compressed springs, steam, or as pressurized air or liquids. Any type of energy, however, can be a serious safety hazard especially if it comes on, or is released unexpectedly while your workers are servicing or maintaining equipment. That's why OSHA has developed the Lockout/Tagout Procedures to prevent the sudden release of energy. Simply stated, these procedures are designed to turn off power to a machine, and lock it physically so that it cannot be turned back on. This is called "LOCKOUT". "TAGOUT" refers to the warning tag placed at the key or on/off switch to warn that the machine must not be turned back on except by the person who tagged it out.

If properly put into operation, the procedure will make sure that any inmate working on equipment, isn't electrocuted, hit, cut, crushed, or otherwise hurt during machinery service or repair.

Lockout/Tagout Must Be Followed: You must require inmates to follow the procedures established by the FPC Safety Office or Navy regulations. If you **have any questions about LOCKOUT/TAGOUT SAFETY PRECAUTIONS**, you should contact the FPC Safety Manager prior to performing any work.

Lockout/Tagout Regulations Pertain To Inmates: Whenever an inmate is assigned to a detail which involves operating or working around equipment or machinery, he must be trained by his Detail Coordinator in Lockout/Tagout procedures before being allowed to start his job assignment

Lock/Tagout Certification Of Training: Coordinators must attest in writing that Lockout/Tagout training has been accomplished. This must be done during your initial orientation training for all inmates. Following your initial training, refresher training must be conducted at least annually thereafter.

Identifying Hazards: Any powered machinery or electrical equipment that could move in a way that would put you in danger is a hazard that can be prevented by Lockout/Tagout. You also have to be alert to equipment that could roll, fall, or move onto a person after the machine or equipment is shut down. Hazards occur under the following circumstances:

- Repair
- Maintenance
- Cleaning
- Mechanical or operational problems
- Machinery that's thought to be fully turned off but isn't.

Protection Against Hazards: The key point of Lockout/Tagout procedures is to shut down completely machinery and electrical equipment before repair, maintenance, and cleaning. Here's the six-step shutdown procedure:

- (1) Before Shutdown: The authorized person must know the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. The authorized employee must notify all affected employees of the lockout.
- (2) Shutdown: The authorized employee shuts down the machine or equipment by the normal stopping procedure (pressing the stop button, moving the switch to the "off" position, etc.)
- (3) Isolation: The main power switches, circuits, or other sources of energy are moved to the "off" position or otherwise rendered inoperative.
- (4) Lockout: Locks are placed on switches or other energy sources in the "safe" or "off" position. During a group lockout, all members of the group must add their own locks to the lockout. Warning tags should be placed with each lock.
- (5) Energy Release: All potentially hazardous stored or residual energy (such as that in springs, elevated parts, rotating flywheels, hydraulic systems, electrical systems, and air, gas, steam, or water pressure, etc.) is relieved, disconnected, or otherwise made safe by repositioning, blocking, bleeding down, etc. If there is a possibility of accumulation of stored energy to a hazardous level, verification of isolation shall be continued

until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

- (6) Testing: After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, the authorized employee operates the push button or other normal operating controls to make certain the equipment will not operate. **Caution:** Return operating controls to the "Neutral" or "Off" position after the test.

The equipment is now "Locked Out". "Tagout" is completed after a warning tag is attached to the machine's "On" "OT switch, A" that the machine should not be turned on until the maintenance, repair or other operation is completed. Only the person placing the tag on the machine is authorized to remove the tag. There are several important points for you to remember and pass along to your workers about LOCKOUT/TAGOUT Procedures.

Never try to clean, repair, or perform maintenance on any piece of machinery or equipment without completing Lockout/Tagout

Don't touch, much less operate, any piece of equipment or machinery unless you are trained and authorized to do so, and don't touch anything that's locked and tagged unless you are responsible for working on it and are sure the power is disconnected.

Lockout/Tagout procedures are a common sense precaution to make sure that machines and people don't accidentally tangle. It's absolutely critical that no power accidentally go to a machine that's being worked on. And it's also critical that you go through every step of the process to make sure that the machines are not going to take anyone by surprise.

MACHINE SAFEGUARDS

Your workers are not authorized or permitted to use any machine without the safeguards that are part of that machine. Safeguards are designed to protect the worker, the equipment and the materials used, from injury and damage. Safeguards are a critical factor in controlling hazards and in preventing accidents. Before an inmate uses any machine he must understand the principles of machine safety and the proper operating procedure for that particular machine.

You should never permit any inmate to build his own makeshift safeguards or try to get around the safeguards built into the equipment he uses. You should make sure all safeguards are attached to the machinery, and have a regular schedule for inspecting and maintaining the safeguards to make sure they function properly before you use the equipment. If you are uncertain as to the proper use of any equipment, do not use it until you have been adequately trained, feel that you can operate it safely and properly, and train your workers.

HAND TOOLS AND PORTABLE POWER TOOLS

Hand tools and power tools come in many forms. It is important to make sure the right tool is selected for each job, and that inmates are properly trained in the correct use of each tool. The misuse of common hand tools is a major source of injury to industrial workers. Never permit use of hand tools in a frivolous manner or a contest of skill. Careless use can possibly result in serious injury. Detail Coordinators must train inmates in the safe handling of hand and power tools. You should make sure the right tool is selected for each job, and that the tool is only used as intended. Regular inspection procedures must be set up to insure that the tools are in good repair, and that the tools are being maintained in a safe condition. Routine procedures have been set up for controlling access to hand and power tools. This is done to help insure that the right tool is used for the right job.

MATERIALS HANDLING

Most job details require inmates to lift or move materials at one time or another. This is referred to as materials handling. It has become the nations major source of accidents and injuries. The largest number of injuries relate to the fingers and hands and most often occur when lifting heavy, bulky, or long objects. Some essential materials handling rules to pass along to your detail are:

- (1) Wear gloves or some other type of hand protection to prevent injury.
- (2) When opening a wire or metal bound box, eye protection as well as heavy gloves should be worn.
- (3) Safety shoes are mandatory and must be worn by AU inmates on all details at all times.
- (4) When lifting an object:

Approach the item and size it up. Consider your physical ability to handle it safely. Place your feet close to the object to be lifted. Bend your knees, get a good handhold and use both leg and back muscles. Lift the load straight up - smoothly and evenly, pushing with your legs. Keep the load close to your body. Lift the object into carrying position, making no turning or twisting movements until the lift is completed. Turn your body with changes of foot position after looking over your path of travel, making sure it is clear.

- (5) When an object is too difficult to 1A use a dolly, forklift or ask for help from your co-workers.
- (6) Never stack materials so high that they block your view while carrying them.
- (7) Never handle a chemical unless you are familiar with what the chemical is, the MSDS for the chemical, the proper safety precautions and Personal Protective Equipment (PPE) required.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of personal protective equipment is mandatory under OSHA Regulations adopted in 1994. Whenever a Detail Coordinator decides it is necessary for the task assigned or PPE is ***required by OSHA regulations, it must be used*** The FPC SAFETY MANGER IS THE FINAL AUTHORITY ON PPE. Personal Protective Equipment comes in many forms and is designed to fit a particular job for maximum effectiveness. It is important that the right PPE be selected and that your workers are trained in proper use and maintenance. The following is a list of examples of the types of PPE that must be made available from Detail Coordinators, and the situations in which it should be used:

HEAD PROTECTION. Safety helmets (Hard Hats) are needed on jobs where a worker's head could be hit by falling or flying objects or could be bumped. Areas where head protection is mandatory include low overhead obstructions, crawl spaces, working below scaffolds or cranes, and working in demolition sites, construction sites, trenches and shoring operations.

FACE PROTECTION. Many types of PPE shield the face (and sometimes also the head and neck) against impact, chemical or hot metal splashes, heat radiation and other hazards. Face shields of clear plastic can protect your eyes and face if a worker is sawing or buffing metal, doing sanding or light grinding, or handling chemicals. Welding helmets protect eyes and face against the splashes of molten metal and the radiation produced by are welding. Helmets should have the proper filter glass to keep ultraviolet and invisible rays from harming a worker's eyes. Acid-proof hoods that cover the head, face and neck can protect if a worker is exposed to the risk of injury from corrosive or reactive chemicals.

EYE PROTECTION. Many operations expose the eyes to a variety of hazards, such as flying objects, splashes of corrosive liquids or molten metals, dust and harmful radiation. Eye injuries not only disable a person but they often disfigure the face. Operations in which hardened metal tools are struck together, where equipment or material is struck

by a metal hand tool, or where the cutting action of a tool causes particles to fly require you and other workers nearby to wear eye protection. The hazard can be reduced by using non-ferrous, "soft" striking tools and by shielding the job with metal, wood or canvas deflectors and by using goggles. Safety goggles or face shields are required when wood working, sanding or cutting tools are used. Occasionally, the need for eye protection is overlooked on potentially hazardous jobs. These include cutting wire and cable, sinking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, using wrenches and hammers overhead and other jobs where particles or debris may fall. Make sure your workers wear proper protective eye gear when performing functions such as these on any job you may assign them.

EAR PROTECTION. Excessive noise should be reduced whenever possible with the use of ear plugs or another form of noise control. Two rules of thumb about noise exposures are:

1. If you have to shout to be heard at a distance of about three feet, it's too loud for unprotected noise exposure.
2. If you are exposed to loud noise, and afterwards you experience ringing in your ears, or you have some hearing loss for a period after the exposure, then the noise is too loud.

BODY PROTECTION. The most common protection for the abdomen and trunk is the full apron. Aprons worn near moving machinery should fit snugly around the waist. Neck and waist straps should be either light strings or instant-release fasteners in case the garment is caught. Welders are required to wear leather vests or capes and sleeves for protection against hot sparks and fumes of molten metals, especially when doing overhead welding.

PROTECTING EXTREMITIES. Your workers' extremities are highly vulnerable to injury in most work environments. Protective clothing and gear can reduce the number and severity of many extremity injuries. Injuries to or losses of fingers, toes, even parts of an arm or leg can happen with frightening suddenness. Make sure you understand that protection is the best form of prevention, and require its use.

Arms, Hands, Fingers: Fingers and hands are exposed to cuts, scratches, bruises and burns. Although fingers are hard to protect, they can be shielded for any common injuries when the proper precautions are taken:

Heat resistant gloves protect against burns and discomfort when the hands are exposed to sustained conductive heat.

Rubber gloves are worn by electricians. They must be tested regularly for dielectric strength.

Rubber, neoprene and vinyl gloves are used when handling chemicals and corrosives. Neoprene and vinyl are particularly useful when petroleum products are handled.

Leather gloves are able to resist sparks, moderate heat, chips and rough objects. They provide some cushioning against blows. They are generally used for heavy-duty work. Chrome-tanned leather or horsehide gloves are used by welders.

Cotton fabric gloves are suitable for protection against dirt, slivers, chafing or abrasion.

Feet & Legs: Safety-toed shoes and boots are required to be worn by 100 percent of the inmate work population. There cannot be any exceptions. Leg protectors or chaps are available in many different materials. They are now required for certain work such as Chain Saw operations. Although the type selected depends on the type of work being performed, all leggings should permit rapid removal in case of emergency. Hard fiber or metal guards are often used to protect shins against **impact**. **Knee pads will protect inmates whose work, like** cement finishing or tile setting, requires considerable kneeling. Ballistic nylon pads are often used to shield the thighs and upper leg against injury from chain saws.

MANDATORY WELDING REQUIREMENTS

Personal Protective Equipment: Welding details must wear approved PPE such as helmet and shields that give maximum eye protection. They must also wear approved gloves, aprons and steel toed shoes. In arc welding operations, cables with splices within 10 feet of the holder must not be used. Cables with damaged insulation or exposed bare conductors must not be used. They must wear approved PPE such as welding goggles, gloves and steel toed shoes. Local exhaust or general ventilation systems shall be provided and arranged to keep the amount of toxic fumes, gases or dusts below the maximum allowable concentration.

Welding Curtains: Welding curtains must be used with any type of welding operation where passers-by or unsuspecting personnel may observe the "arc" or "flash" of the welding operation. Curtains must be of sufficient **quantity, height, width** and approved in design to ensue that the arc and/or flash, as well as any resulting spark or slag do not pose a hazard to personnel outside the immediate work area.

Gas Welding Operations: All inmates welding or cutting must wear approved PPE such as welding goggles, gloves and steel toed shoes. AD regulators and hoses must be checked daily for damages or worn parts. Anti-flashback valves must be used between the torch and hose. Local exhaust or general ventilating systems must be provided and able to keep the amount of toxic fumes, gases or dusts below the maximum allowable concentration as specified in OSHA 19 10. 1000.

CHAIN SAW SAFETY

Chain Saws are one of the most dangerous tools your workers may use on your job detail. You must train your workers to treat chain saws with the respect they deserve, and to follow all safety measures. If you don't, you will expose yourself and others to serious, cuts, lacerations or injuries. Before operating a chain saw inmates must be trained by your Detail Coordinator and documentation of your training must be sent to the FPC Safety Manager. The FPC Safety Office has a special Chain Saw Safety Manual. "Kickback" of the chain saw bar and blade into a worker's face, chest or legs is a serious hazard they will be trained to avoid. Because of the power, noise and cutting hazards chain saws pose, there are a number of safety rules that must be followed:

1. Do not operate a Chain Saw until you are fully trained.
2. Be sure the area you are working in is clear of people, power lines and hazards.
3. Wear the required PPE including gloves, chaps, goggles, steel toed shoes and ear protection
4. Be sure you know how the Chain Saw's anti-kickback safety device works.
5. Always use two hands and a firm grip to operate the Chain Saw.
6. When cutting keep the engine running at high Rpm's.
7. Stop work if you become overly fatigued.
8. When felling trees, be sure they don't fall on people, property, power lines or you.
9. Stay alert at all times, maintain good footing and balance, and avoid having a Chain Saw bar or blade get pinched in the cut you are making.

PREVENTING HEAT EXHAUSTION

The combination of high temperature, and high humidity for all work details in un-airconditioned areas or buildings present a significant hazard at FPC Pensacola from June through September. To avoid heat stress train inmates to follow them rules.

Drink 8 ounces of water every 20 to 30 minutes even if they don't feel thirsty. Wear "breathable" clothes such as their BOP issued cotton T-shirt and cap.

Adapt to heat gradually.

Be alert for signs of heat exhaustion like dizziness, cramps, disorientation or extreme fatigue. If any of these symptoms occur find a way to cool down. If they persist seek medical attention.

RESPIRATORS

Safe use of certain chemicals and the performance of some jobs that create dust, fumes or smoke require the use of respirators. These devices range from a simple paper face mask used to filter out dust particles to completely self-contained breathing devices. These devices, if not properly used, can become a hazard in themselves. It is important that inmates receive training in the use of any form of respirator required to do their job safely, and in selecting the proper respirator for a particular job. You will not be authorized to permit inmates to use a complex respirator at any job site unless a written Request For Medical Clearance For Respirator Use Questionnaire is first submitted to the FPC Safety Manager. After the Medical Questionnaire For Respirator Users is completed by the inmate, the Detail Coordinator will complete a request form. This request specifies the type of work that the inmate will be performing, and any chemical substances that they may be working with. Following the request, the inmate will be screened by an FPC clinician. Once cleared, they will be required to be properly trained and fit tested by a qualified instructor from the Naval Air Station Safety Department.

ASBESTOS HAZARDS

Asbestos poses a serious health hazard. Under no circumstance should you allow any inmate to work on projects that involve repair, removal, or abatement of asbestos. If you think your job detail is bringing you into contact with asbestos report the problem to the FPC Safety Manager.

LEAD PAINT AWARENESS AND TESTING PROCEDURES

There is no "safe" level of lead in the body and no exposure to lead is considered harmless. Lead exposure can cause serious disability or death. The toxic effects of even low level exposure can be serious. Anyone who works with repainting, sanding, or repairing old painted surfaces must be aware of lead testing procedures because at one time high levels of lead were used to make paint. No inmate is authorized to work in any lead contaminated area at any time. You must be sure when repainting, sanding or removing old paint that your workers are not disturbing lead-based paint. If it is not certain what kind of old paint you might be working with contact the FPC Safety Manager's Office to request a lead test. The test is quick, simply and reasonably accurate. It involves cutting a notch in the exposed paint. The notch is then rubbed with an activated swab. If the swab turns pink or red- lead is present, and work shall not commence. A permanent record of all test results and locations is kept in the FPC Safety Office.

MOTIVATIONAL CONFLICTS - "ATTITUDES"

Sometimes people risk unsafe behavior because of motivational conflicts, or attitude problems. It can be easy to forget about safety because of these conflicts. This is why so many people are involved in accidents that are avoidable, and with hindsight appear STUPID. Some of these "attitudes" are:

- Being in a rush to save time instead of following safety procedures.
- Being lazy to save effort instead of following safety procedures.
- Seeking comfort (i.e., wearing tennis shoes instead of steel toed shoes) instead of following safety procedures..
- Trying to get attention (i.e., clowning around) instead of following safety procedures.
- Being a KNOW IT ALL and refusing to follow safety procedures.
- Trying to be accepted in a group by bowing to peer pressure instead of following safety procedures.

Don't be a victim of these conflicts. Emphasize that safety rules protect workers. Encourage your workers to get an attitude -A Good Attitude. From the start require that they be safety conscious and do their part to protect themselves, and others from injury on your job detail.

TIRE SAFETY

Tire inflation, repair and maintenance can be extremely hazardous. No inmates are to inflate or repair or remount any vehicle tire without special training. If a problem with tire maintenance arises consult with the FPC Safety Office.

FALL PROTECTION

Anytime work on a job detail exposes inmates to unusual fall hazards such as working on scaffolds, personnel lifts, roofs, ladders in excess of 6 feet etc. special fall protection training is required. The FPC Safety Office has prepared a special handout on "Fall Protection Procedures" with a special sign off sheet for use by Detail Coordinators.

Note: Fall Protection Procedures Training is required, with annual refresher courses for all warehouse workers and all facilities maintenance workers. For further information please contact the FPC Safety Office.

IMPORTANT FORMS

There are many forms you will come into contact with at FPC Pensacola relative to effective safety training. You need to be familiar with them. You must read each of them carefully and decline to sign any training certificate/form unless you have actually given the training and are certain it is understood by the inmate. Forms are available for your review and use in the FPC Safety Office. Some of the more important forms are attached as Exhibits and are briefly described as follows::

- Uniform Basic Safety Regulations - BP- 169(16). This form lists basic uniform safety rules that are reviewed during the A & O Safety Talk, given by the FPC Safety Manager.
2. Notice Of Right To File For Compensation For A Work Related Injury - BP- 136(16). This form is signed by inmates during A & O training. It certifies that inmates have received a copy of the booklet entitled, " Inmate Accident Compensation Procedures", and were advised regarding accident compensation eligibility and the necessity for filing a claim prior to their release.
3. Initial Job Orientation Safety Training - (No BP Number). This is the form you go over with at your job site, certifying item by item safety topics discussed with each inmate and equipment training you have given them. It also certifies that mandatory Haz-Corn training has been completed.
4. Job Efficiency Training Report - BP 182(16). This form certifies the safety training you have given "Monthly Safety Talk". You and your workers both sign to certify the training you received as of a particular date and the length of time of that training. After completion, this form should be sent to the FPC Safety Office with a copy of that day's roster attached.
5. FBOP Inmate Injury Report - (BP 104(16)). If an inmate is injured, this form requires a statement about.- What the injury is, How it occurred. You and your worker sign the form. This is an important form. Make sure you fill it out carefully if there is a job related injury.
6. Lockout/Tagout Procedures - (No BP Number). This form is the form to be signed by the Detail Coordinator/Staff if your work requires training of inmates in Lockout/Tagout procedures.
7. Safety Precautions for Chain Saw Use (Gas Powered - (No BP Number). This form covers mandatory chain saw safety rules.
8. Medical Questionnaire For Respirator Users/Request for Medical Clearance for Respirator Use - (No BP Number). This is the form you will fill out if your job requires the use of a respirator. You are NEVER to permit inmates to use a respirator unless medical clearance is requested and received and you give specific training in the use of a particular respirator.

9. Log Of Unsafe Or Unhealthful Condition - (NO BP Number). This is the form you fill out to make a record of safety hazards you observe as well as those reported to you by inmates.
10. Inmate Request to Staff Member (Cop-Out) - (BP 148(55)). This for is used for all request to any staff member. You must give a response a request on the yellow copy of the form. The original is keep by the staff This form can be used to request safety assistance or to report possible hazardous conditions to the Safety Manager by addressing the forms to Mr. Steve Kyle, Safety Manger. The Safety Office is located in the CMS (Facilities) Hanger, Building 810.
11. Application For Inmate Driving Permit - (No BP Number). This form must be submitted by you for you to get a permit for any inmate to drive any motor vehicle, tractor, E-Z Go Golf Cart, ATV., car, truck, van or other vehicle capable of road use. By signing the form, both you and your worker certify that you have given the operation and safety training that is required for each vehicle covered by the permit

EXHIBITS OF FORMS

Uniform Basic Safety Regulations

Institution _____

Unit _____

Every effort will be made to provide a safe working environment. As a new commitment you are being provided with a copy of the safety regulations as reflected below, and a copy of the Inmate Accident Compensation Procedures. You are required to sign and date this form at the bottom to indicate you have received this information.

1. Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.
2. An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
3. Operating machinery without the use of safety guard(s) as provided is forbidden and subject to disciplinary action.
4. Do not adjust oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. Stop the machinery first and use lock-out devices when provided.
5. To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided, Personal protective equipment such as hard hats, hearing protection, goggles. Respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.
5. Safety goggles must be worn when performing any grinding, chiseling, filing or sanding operation. Landscape operations involving the 6ft-ration of weed eaters or edgers also require the use of safety goggles.
7. Vehicle drivers must obey all institutional driving rules.
8. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
9. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided and keep safety chains in place on open back vehicles.
10. Smoking is not permitted in any area designated as a No Smoking area.
11. Safety hazards are to be reported to your work coordinator immediately. If the work coordinator does not agree that an unsafe condition exists, you are to report the unsafe condition to the institution's Safety Manager for further consideration.
12. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work coordinator. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.
13. If you suffer a work injury, and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, you should contact the institution's Safety Manager approximately 30 days prior to your release or transfer to a Community Treatment Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

_____ have read and understand the above information.

Witnessed by:

Name

Reg. No.

Date

: Signed copy will be forwarded to the Inmate Central File. Refusal to sign for receipt will be noted on the form.

Note: Should the inmate indicate in any way he is unable to read, safety regulations will be read to him, and Inmate Accident Compensation Procedures explained.

**NOTICE OF RIGHT TO FILE FOR COMPENSATION
FOR A WORK-RELATED INJURY**

(Last name, First, Middle Initial)

(Reg. No.)

(Institution)

I have been furnished a copy of Inmate Accident Compensation Procedures (Part 301 of Chapter III of Title 28, Code of Federal Regulations).

I have been advised regarding accident compensation eligibility and the necessity for filing a claim prior to release from confinement or transfer to a Community Treatment Center. I am aware that in the event I do not file a claim prior to release or transfer to a Community Treatment Center, that should decide to file later, my claim may be denied for failure to file in a timely manner. I am also aware that should a late claim be accepted I may have to bear the expense of a medical examination to substantiate my claim.

(Date)

(Signature)

NOTE: This completed form is to be filed in the above inmate's central file.

INITIAL JOB ORIENTATION SAFETY TRAINING

SAFETY TRAINING POLICY

Upon assignment to a job or detail, each inmate must receive Initial Job Training from his Detail Supervisor concerning safe work methods and hazardous materials communication. The training shall include demonstration of safety features and safety practices for hazardous tools and equipment used on the Job Detail. Inmates must be trained to recognize the hazards involved in the workplace from machinery, equipment, tools and chemicals. They must be trained to understand the protective devices and clothing provided, and to report safety hazards to their Supervisor.

NOTE: One copy of this form should be kept on the job detail as long as the inmate works on the detail. The original (with all required initials and signatures) should be sent to the FPC Safety Office.

DATE: _____

DETAIL NO.: _____

INMATE'S NAME (PRINT): _____

BOP

REG. NO.: _____

COORDINATOR'S NAME (PRINT): _____

PHONE NO.: _____

SECTION A

GENERAL SAFETY TRAINING

It is hereby certified that the inmate has received general safety training including:

1. **Fire Safety:** The evacuation plans and procedures, location of exits, fire extinguishers/equipment, assembly areas, sounding of the alarm system, location of boxes (pull stations), smoking rules and designated areas have been discussed.
2. **Accidents:** Reporting of all accidents, injuries, and near misses has been emphasized and accident reporting, accident investigation and accident compensation procedures have been reviewed.
3. **Job Safety:** Basic safety rules, use of proper Personal Protective Equipment (PPE), reading safety signs, following safety procedures, developing a safety consciousness, reporting hazardous conditions, and avoiding horse play on the job have been discussed.
4. **Monthly Safety Talks:** The inmate has been informed that monthly training meetings will be held for the ongoing purpose of Job Safety Training.
5. **Safety Performance:** The inmate has been informed that safe performance of his job will be monitored and shall directly impact his monthly work performance rating.

Inmate's Initials: _____

Supervisor's Initials: _____

SECTION B

HAZARD COMMUNICATION PROGRAM (HAZ-COM)

Information & Training – CFR Title 29, 1910.1200(h)

The inmate has been instructed on the written Haz-Com Program that is in place; and has been shown the location of the Job Detail's MSDS Station (Right To Know). Relevant Material Safety Data Sheets (MSDS's) have been reviewed with the inmate. The inmate has been instructed to read product labels & MSDS's and to use the required Personal Protective Equipment (PPE).

Inmates Initials: _____

Supervisor's Initials: _____

SECTION C

HAZARDOUS EQUIPMENT & MACHINERY TRAINING

The Detail Supervisor has instructed and informed the inmate that to operate hand tools, portable power tools and equipment, ATV's, pressure washers, air compressors (tire repair and maintenance)*, respirators*, shop tools, edgers, weed eaters, power mowers, lawn blowers, riding mowers, welders, wood chipping equipment, chain saws*, scaffolds, forklifts, backhoes, front-end loaders, buffers, vacuums, or to use certain cleaners and chemicals, requires special safety and proficiency training. This training must include hands-on demonstration of safe use and operation as well as safeguards, safety procedures, lockout/tagout*, fall protection*, required Personal Protective Equipment (PPE), routine inspection and maintenance of equipment, and frequent review of MSDS's of all relevant chemicals.

*Lockout/tagout Procedures, Fall Protection Procedures, Welding, Tire Inflation and Maintenance, Respirator Use and Chain Saw Use, require a training program. A separate training certificate must be signed by the inmate and Detail Supervisor for these special training programs. Contact the FPC Safety Manager before any special training begins. (458-7230).

The inmate has been trained to operate, and is authorized to operate with permission from his Detail Supervisor the specific equipment, tools, machinery and equipment as follows:

EQUIPMENT DESCRIPTION (Make, Model, Horsepower, etc.)	DATE OF TRAINING	INMATE'S INITIALS	SUPERVISOR'S INITIALS

CERTIFICATE

By initialing and signing this form, I certify that I have actually received and understand (inmates) or given (detail supervisor) the safety training described above.

INMATE:

DETAIL SUPERVISOR:

etail

Date

Inmate's Signature	Reg. No.	Inmate's Signature	Reg. No.

gnature above indicates worker has received training in the subject matter listed below and has a reasonably good understanding of the aterial discussed.

Title of Topic Discussed

JSA Number (if applicable)

Length of Talk (Minutes)

Name of Instructor (Printed)

emarks

Signature of Instructor

Title of Instructor

Forward original copy of this training report to the Safety Office as soon as possible after training is completed.

INJURY REPORT - INMATE

1. Institution	2. Name of Injured	3. Register Number
4. Injured's Duty Assignment	5. Injured's Duty Hours	6. Date and Time of Injury
7. Where Did Injury Happen (be specific as to location)		8. Date and Time Injury Was REPORTED
9. In Your Opinion, Was This Injury: (a) Work Related Non Work Related (b) Institution Industry Recreation Program or Activity Other (explain)		
10. To Whom Was Injury First Reported	11. Part of Body Involved (left knee, etc.)	12. Kind of Injury (burn, cut, etc.)

13. Injured's alleged Witnesses to injury (staff and inmates)

14. Injured's Brief Statement as to How Injury Happened. Include Injured's Recommendation for Prevention, (Continue on additional blank sheets, if necessary.)

Injured's Signature and Date:

15. Coordinator's Statement - Must include: a. Last Safety Talk Given, b. Safety Equipment Provided, c. Whether Safety Equipment in Use, d. Whether Proper Guarding Used, e. Corrective Action Taken. (Continue on additional blank sheets, if necessary)

Coordinator's Signature, Title and Date:

16. Medical Description of Injury (refer to BP-Adm 73)

17. This Injury Required:

a. No Medical Attention

b. Minor First Aid

c. Hospitalization - from _____ to _____

d. Work Time Lost - from _____ to _____

e. Other (explain)

Total Lost Time Days:

LOCKOUT / TAGOUT PROCEDURES

"THE CONTROL OF HAZARDOUS ENERGY"

This form is to advise you that OSHA Standard 29 CFR, 1910.147 requires that staff and inmates who perform servicing and/or maintenance of machinery and equipment receive training in the control of hazardous energy. This standard also requires that all other personnel whose work stations or area may be affected by servicing and/or maintenance operations also receive lockout/tagout training.

This program utilizes procedures for applying lockout/tagout devices to all energy sources to disable machines and equipment. This will prevent injuries from unexpected energization, start-up, or the release of stored energy from machines and equipment. Lockout/tagout procedures will only be utilized by authorized staff and inmates who will be performing the servicing and/or maintenance.

The established procedures for lockout/tagout of machines and equipment are as follows:

1. Notify:- All affected staff and inmates that a lockout/tagout procedure is in use.
2. Preparation for shutdown: Know the type and magnitude of the energy to be controlled and the method or means of control.
3. Shutdown: By using the procedures established for that type of machine or equipment, shut it down.
4. Machine or equipment isolation: Physically isolate all energy sources of the machine or equipment.
5. Lockout or tagout device application: Attach locks and/or tags to each energy source to provide appropriate protection to personnel. This shall be done by authorized persons only.
6. Stored energy release- After lockout/tagout devices have been applied, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and rendered safe.

At this point the servicing and/or maintenance of the machinery or equipment may be conducted. After the work has been completed but before removal of the lockout/tagout devices, the following procedures shall be followed:

1. Inspect the machinery or equipment to ensure that all unnecessary items have been removed and that its components are operationally intact.
2. Check the work area to ensure that all personnel have been safely positioned or removed. Notify all affected personnel that the servicing or maintenance has been completed.
Verify that the machine and/or equipment controls are in the neutral position.
4. Each lockout/tagout device shall be removed from the energy source only by the person who applied the device.
5. Restart the machine and/or equipment.

All lockout/tagout devices and other equipment necessary for this procedure are maintained in the Electrical Shop. If you have any further questions concerning this subject, you should contact your foreman and/or the Safety Department.

I fully understand the contents of this form concerning "The Control of Hazardous Energy" (Lockout/Tagout).

Inmate Name: _____ Register No.: _____ Detail No.: _____

Inmate Signature: _____ Date: _____

The above named inmate was given "The Control of Hazardous Energy" (lockout/tagout) training but refused to sign this form,

Staff Witness _____ Date _____

BASIC SAFETY PRECAUTIONS FOR CHAIN SAW USE

CERTIFICATE OF TRAINING

As part of your duties on your work detail, you may be required to operate a CHAIN SAW. CHAIN SAWS pose particular health and safety hazards of which you should be aware before operating such equipment. You must be fully trained by your Coordinator in the use of a CHAIN SAW before attempting to use this equipment.

By signing this certificate you are acknowledging that you have been provided with a copy of this manual "**BASIC SAFETY PRECAUTIONS FOR CHAIN SAW USE**" and that you have read the publication to familiarize yourself with the hazards of CHAIN SAW use and necessary safety precautions which should be observed while operating this equipment. You are also acknowledging that your Coordinator has demonstrated to you the proper operation of the CHAIN SAW you will be required to use as a part of your job responsibilities.

If you have any questions pertaining to the use of CHAIN SAWS, ask your Coordinator for additional training, or contact the Safety Department, FPC Pensacola.

I CERTIFY THAT I HAVE RECEIVED A COPY OF "**BASIC SAFETY PRECAUTIONS FOR CHAIN SAW**

USE", HAVE READ THE PUBLICATION, AND UNDERSTAND THE HAZARDS ASSOCIATED WITH CHAIN SAW OPERATION AND SAFETY PRECAUTIONS WHICH SHOULD BE OBSERVED WHILE OPERATING SUCH EQUIPMENT.

I ALSO CERTIFY THAT MY DETAIL COORDINATOR HAS DEMONSTRATED THE PROPER OPERATION OF THE CHAIN SAWS I MAY USE AS PART OF MY JOB RESPONSIBILITIES.

I have ☐ have not been given special training in cutting down or "felling" large trees..

I have ☐ have not been given special training in working off of the ground in trees.

+

INMATE NAME: _____
(Please Print)

REG.#: _____ DATE: _____

SIGNATURE: _____

DETAIL NO. _____

COORDINATOR NAME: _____

(Please Print)

DETAIL NO. _____ DATE: _____

SIGNATURE. _____

NOTICE: Without written documentation, no staff or inmate may operate any chain saw.

MEDICAL QUESTIONNAIRE FOR RESPIRATOR USERS

NAME:		SSAN/REGISTER NO.:	
JOB TITLE:		WORK DETAIL	
DATE:	AGE.	HEIGHT:	WEIGHT:

HAVE YOU EVER WORN A RESPIRATOR BEFORE?		YES NO	
IF YES, DESCRIBE ANY APPARENT DIFFICULTIES NOTED WITH RESPIRATOR USE.			
DO YOU SMOKE CIGARETTES, CIGARS, OR A PIPE?		YES NO	HOW LONG? YRS,
IF YOU ARE A FORMER SMOKER, HOW LONG DID YOU SMOKE?			YRS,

HAVE YOU EVER HAD OR DO YOU NOW HAVE ANY OF THE FOLLOWING?			
		YES	NO
1	LUNG DISEASE		
2	PERSISTENT COUGH		
3	HEART TROUBLE		
4	SHORTNESS OF BREATH		
5	HISTORY OF FAINTING OR SEIZURES		
6	HIGH BLOOD PRESSURE		
7	DIABETES		
8	FEAR OF TIGHT OR ENCLOSED PLACES		
9	SENSATION OF SMOTHERING		
10	HEAT EXHAUSTION OR HEAT STROKE		
11	RUPTURED EAR DRUM		
12	DEFECTIVE VISION		
13	DEFECTIVE HEARING		
114	CONTACT LENSES OR GLASSES		
15	OTHER CONDITIONS THAT MIGHT INTERFERE WITH RESPIRATOR USE OR RESULT IN LIMITED WORK ABILITY		
16	ARE YOU TAKING ANY MEDICATIONS?		

PLEASE EXPLAIN EACH *YES"ANSWER.

SIGNATURE:	DATE.
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REQUEST FOR MEDICAL CLEARANCE FOR RESPIRATOR USE QUESTIONNAIRE

NAME		SSAN:	
GRADE/RATE:	DATE OF BIRTH	COMMAND	
DEPARTMENT	WORK CENTER		

CHECK TYPE OR TYPES OF RESPIRATOR TO BE USED.	
AIR PURIFYING (CARTRIDGE TYPE)	SELF-CONTAINED BREATHING APPARATUS (SCBA)
ATMOSPHERE SUPPLYING (AIR LINE)	COMBINATION (AIR LINE AND SCBA)

CHECK LEVEL OF WORK USAGE.	
ON A DAILY BASIS	OCCASIONALLY, BUT MORE THAN ONCE A WEEK
RARELY OR FOR EMERGENCY SITUATIONS	OTHER

LENGTH OF ANTICIPATED USE (IN HOURS PER DAY): -	HOURS
---	-------

SPECIAL WORK CONSIDERATIONS (I.E., TEMPERATURE, HAZARDOUS MATERIALS, HIGH PLACES, OTHER PROTECTIVE CLOTHING REQUIREMENTS, ETC.):
--

POINT OF CONTACT:	NAME:	PHONE:
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PHYSICIAN'S EVALUATION

RESPIRATOR USE CLASS:	
NO RESTRICTIONS ON RESPIRATOR USE	NO RESPIRATOR USE PERMITTED
SOME SPECIFIC RESTRICTIONS (SEE BELOW)	OTHER:
RESTRICTIONS:	

EXAMINING PHYSICIAN SIGNATURE:	DATE:
--------------------------------	-------

LOG OF REPORTED UNSAFE OR UNHEALTHFUL CONDITION

FILE NUMBER: (ASSIGNED BY SAFETY DEPARTMENT)

DATE REPORTED:

TIME REPORTED:

LOCATION OF CONDITION:

DESCRIPTION OF CONDITION:

CLASSIFICATION OF HAZARD: *IMMINENT DANGER*

SERIOUS DANGER

OTHER

DATE/NATURE OF ACTION TAKEN:

HAS COMPLAINANT RECEIVED NOTIFICATION OF ACTION TAKEN: *YES* *NO*

HOW WAS NOTIFICATION RECEIVED:: (CIRCLE ONE) ORALLY *IN WRITING*

DATE OF NOTIFICATION

INVESTIGATED BY: *TITLE:*

SIGNATURE:

INMATE REQUEST TO STAFF MEMBER

DATE _____

TO: _____
(Name and title of officer)

SUBJECT: State completely but briefly the problem on which you desire assistance, and what you think should be done (Give details).

NAME: _____ No.: _____

Work assignment: _____ Unit: _____

NOTE: If you follow instructions in preparing your request, it can be disposed of more promptly and intelligently. You will be interviewed, if necessary, in order to satisfactorily handle your request. Your failure to specifically state your problem may result in no action being taken.

DISPOSITION: (Do not write in this space)

DATE _____

Officer

APPLICATION FOR INMATE DRIVING PERMIT**(SECTION A: COMPLETED BY DETAIL COORDINATOR)**

INMATE'S NAME (Please Print)

REGISTRATION NUMBER:

DETAIL:

DATE:

I AM REQUESTING THAT THE ABOVE LISTED INMATE, CURRENTLY ASSIGNED TO MY WORK DETAIL, BE ISSUED A DRIVING PERMIT (FORM BP-251(42)). I UNDERSTAND THAT IF THE FEDERAL PRISON CAMP ELECTS TO GRANT THIS INMATE A PERMIT UNDER MY SUPERVISION, IT SHALL AUTHORIZE HIM TO OPERATE "ONLY" THE VEHICLES AND/OR EQUIPMENT TYPED ON THE FACE OF THE PERMIT. I SHALL ALSO INSURE THAT THIS INMATE IS RESTRICTED TO DRI "ON BASE ONLY", AND NEVER OFF BASE OR BETWEEN INSTALLATIONS.

ATTENTION INMATE COORDINATORS: THE FEDERAL PRISON CAMP IS NOT AUTHORIZED TO ISSUE DRIVING PERMITS

FOR SPECIAL EQUIPMENT AND VEHICLES OVER 10,000 POUNDS. YOU SHOULD CALL TJHE PWC TRANSPORTATION DEPARTMENT AT (452-4563) FOR INFORMATION ON LICENSES FOR THIS TYPE OF EQUIPMENT. FAILURE TO FOLLOW NPWC INSTRUCTIONS (NPWCTNST 11210.2) COULD RESULT IN DISCIPLINARY ACTION AGAINST YOU.

I AM REQUESTING THAT THE ABOVE LISTED INMATE BE ISSUED A DRIVING PERMIT (FORM BP-251 (42)) TO OPERATE ALL OF THE FOLLOWING VEHICLES AND/OR EQUIPMENT:

- | | |
|-----|-----|
| (1) | (2) |
| (3) | (4) |
| (5) | (6) |

I CERTIFY THAT A ROAD TEST AND PROPER OPERATING TRAINING WILL BE COMPLETED "PRIOR TO" THIS INMATE OPERATING ANY VEHICLES AND/OR EQUIPMENT THAT ARE ACCEPTED BY THE PRISON CANP, AND THAT ALL NAVY AND LOCAL DRIVING REGULATIONS WILL BE CLOSELY SUPERVISED BY ME AT ALL TIMES.

PRINTED NAME/COORDINATOR_____
SIGNATURE/COORDINATOR_____
DATE**(SECTION B: COMPLETED BY INMATE)**

IF I AM ISSUED A DRIVING PERMIT TO OPERATE THE ABOVE LISTED VEHICLE AND/OR EQUIPMENT, I WILL OBEY AL BUREAU OF PRISON, NAVY AND LOCAL DRIVING LAWS. I SHALL ALSO COMPLY WITH ALL INSTRUCTIONS GIVEN TO ME BY MY WORK COORDINATOR. I UNDERSTAND THAT DISOBEYING ANY DRIVING INSTRUCTIONS MAY RESULT IN DISCIPLINARY ACTION AND REVOCATION OF THE OPERATOR'S PERMIT.

PRINTED NAME/INMATE_____
SIGNATURE/INMATE_____
REGISTRATION NO._____
DATE

* * * FORWARD TO FEDERAL PRISON CAMP SAFETY DEPARTMENT (458-7230)

(SECTION C: COMPLETED BY THE FPC SAFETY DEPARTMENT)APPLICATION
NUMBER:

DATE RECEIVED:

DATE FORWARDED:

(SECTION D - COMPLETED BY FPC ADMINISTRATIVE COUNSELOR)

I CERTIFY THAT I HAVE REVIEWED THE ABOVE INMATES CENTRAL FILE AND **APPROVE - DENY** THE ISSUANCE OF A DRIVING PERMIT AT THIS TIME.

STATE LICENSE INFORMATION: ISSUED: EXPIRES: STATE OF:

NO STATE LICENSE ON FILE (CHECK HERE)

COMM

ENTS:

RESTRICT

IONS:

STAFF

DATE:

SIGNATURE:

(SECTION E - COMPLETED BY FPC HEALTH SERVICES DEPARTMENT)

I CERTIFY THAT I HAVE REVIEWED THE ABOVE INMATES MEDICAL RECORDS AND **APPROVE - DENY** ISSUANCE OF A DRIVING PERMIT.

COMMENTS:

RESTRICTIONS:

STAFF SIGNATURE: DATE:

(SECTION F - COMPLETED BY FPC SAFETY MANAGER)

THIS REQUEST FOR A DRIVING PERMIT HAS BEEN REVIEWED AND IS **APPROVED - DENY** BY THE SAFETY DEPARTMENT.

COMMENTS:

EXEMPTION STATUS: SECTIONS D AND E WERE SATISFIED ON A PRIOR APPROVAL WHEN THIS INMATE WAS LICENSED ON A PREVIOUS WORK DETAIL. IN ORDER TO ELIMINATE DUPLICATE WORK, THESE TWO SECTIONS HAVE BEEN EXCLUDED ON THIS APPLICATION. A COPY OF THIS INMATES PRIOR APPROVAL (SECTIONS D AND E) IS ATTACHED FOR RECORD.

SIGNA

DATE

TURE:

:

UPON COMPLETION OF THIS FORM AND FOLLOWING FINAL APPROVAL BY THE FPC ASSOCIATE WARDEN, A DRIVING PERMIT SHALL BE ESTABLISHED AND PLACED INSIDE THE DETAIL POUCH BY THE PRISON CAMP'S CONTROL ROOM

OFFICER. ALL DETAIL COORDINATOR'S ARE REQUIRED TO ISSUE THE PERMIT TO THE INMATE "ONLY" WHEN DRIVING OPERATIONS ARE NECESSARY. THE PERMIT SHOULD BE RETURNED AND MAINTAINED INSIDE THE DETAIL POUCH FOLLOWING EACH USAGE.

IN SOME CASES, INMATES MAY BE DENIED DRIVING PERMITS BASED ON MEDICAL, SECURITY, OR PREVIOUS DRIVING

MISHAPS. IN THESE CASES, THE FPC SAFETY DEPARTMENT WILL CONTACT THE DETAIL COORDINATOR TO NOTIFY HIM/HER OF THESE CONDITIONS.

ALL COORDINATOR'S ARE REMINDED THAT NO INMATES ARE AUTHORIZED TO OPERATE ANY VEHICLES OR EQUIPMENT

PRIOR TO A PERMIT BEING ISSUED AND OPERATING TRAINING COMPLETED.

IF ADDITIONAL INFORMATION IS NEEDED, PLEASE CONTACT THE FPC SAFETY OFFICE AT 458-7230, OR THE FPC CONTROL CENTER AT 457-1911. YOUR COOPERATION IS APPRECIATED.

ACKNOWLEDGEMENT OF SAFETY STANDARDS & RESPONSIBILITIES BY INMATE COORDINATORS

ALL INMATES IN THE CUSTODY OF THE FEDERAL PRISON CAMP (FPC) ARE ENTITLED TO BE PROVIDED A SAFE WORKING AREA, PROPER AND ADEQUATE EQUIPMENT WITH WHICH TO WORK, AND DETAILED INSTRUCTION IN THE SAFE WAY IN WHICH TO PERFORM THE WORK.

IMMEDIATELY UPON THE ASSIGNMENT OF AN INMATE TO YOUR JOB DETAIL, IT IS YOUR DUTY AND RESPONSIBILITY AS HIS COORDINATOR, TO PROVIDE INITIAL TRAINING CONCERNING SAFE WORK METHODS. THIS TRAINING SHALL INCLUDE ALL OF THE RELEVANT SUBJECTS CONTAINED IN THIS MANUAL, AS WELL AS THE COMPLETION OF THE INITIAL JOB ORIENTATION & HAZARD COMMUNICATION TRAINING FORM. BOTH YOU AND THE INMATE MUST SIGN AT THE BOTTOM OF THE INITIAL JOB ORIENTATION SAFETY TRAINING FORM. THE SIGNED, ORIGINAL FORM MUST THEN BE FORWARDED TO THE FPC SAFETY OFFICE WHILE A COPY IS KEPT ON FILE AT THE WORKSITE.

IN ADDITION TO THE ABOVE REQUIRED INITIAL TRAINING, COORDINATORS ARE REQUIRED TO PROVIDE INMATES WITH MONTHLY JOB EFFICIENCY TRAINING ON SAFETY TOPICS RELEVANT TO THEIR JOB ASSIGNMENTS IN THE WORKPLACE. THIS IS TO HELP PROMOTE AND INCREASE SAFETY AWARENESS. THESE WEEKLY SAFETY SESSIONS SHOULD BE CONDUCTED AT THE REGULAR WORK PLACE OR STATION AND MUST BE ATTENDED BY ALL MEMBERS OF THE DETAIL. THE INMATES MUST SIGN THE FORM AS ACKNOWLEDGEMENT OF HIS PRESENCE AT, AND UNDERSTANDING OF, THE TRAINING SESSION.

THE DOCUMENTATION OF THESE TRAINING SESSIONS, ALSO SIGNED AND DATED BY THE DETAIL COORDINATOR, MUST BE FILED WITH THE FPC SAFETY MANAGER BY NO LATER THAN THE TENTH DAY OF EACH MONTH. DELIVERY SHOULD BE VIA HAND DELIVERY TO THE FPC SAFETY OFFICE OR THROUGH THE BASE GUARD MAIL SYSTEM. WHEN USING THE GUARD MAIL, FORWARD TO: FPC-SAUFLY, BLDG 2440, ATTENTION SAFETY DEPARTMENT.

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE "SAFETY STANDARDS AND RESPONSIBILITIES OF INMATE COORDINATORS" MANUAL AND HAVE READ THE INFORMATION CONCERNING MY DUTIES AS AN INMATE COORDINATOR.

<i>DETAIL</i>	<i>DATE</i>	<i>NAME (Please Print)</i>	<i>SIGNATURE</i>